

~~CIA INTERNAL USE ONLY~~

Rec Mgt 3-3
4 JAN 57

- Sanitized - Approved For Release : CIA-RDP70-00211R000100120069-1

Chief, Supply Division, OL

Chief, Records Management Staff

Open Shelf Filing Equipment

1. This office is planning on using several open shelf filing equipment installations for Agency records in order to better utilize floor space in existing buildings and to gain maximum utilization of floor space in the new building. The Open Shelf filing equipment will replace filing cabinets which will be made available for redistribution.

2. In order that the conversion from cabinet type filing equipment to open shelf filing equipment can be made as simple as possible it is requested that open shelf filing equipment be established as a standard stock supply item. The initial order should be for the quantity and description of equipment shown in the attachment to this memo. These units can be installed upon delivery and will release to stock about 115- 5 dr. non safe legal size filing cabinets. Anticipating this quantity of cabinets any pending orders for such cabinets should be reduced accordingly.

3. At the convenience of your staff we would like to discuss several structural details of the equipment in order that the bid specifications may clearly reflect the Agency requirements.

25X1A9a

Attachment

25X1A9a

Mgt/S/RMS/ [REDACTED] :jml(4Jan.57)

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